



**Administrative Policies and Procedures: 18.20 DOE**

<b>Subject:</b>	<b>Notice of Rules of Conduct</b>
<b>Authority:</b>	TCA 37-5-105, 37-5-106
<b>Standards:</b>	ACA: 6153, 6170-6172, 9381, 9382, 9384, 9289-9291
<b>Application:</b>	To All Department of Children's Services Youth Development Centers, Community Residential Programs and Observation and Assessment Centers Employees and Youth

**Policy Statement:**

All youth housed at juvenile facilities shall be notified, both orally and in writing, of the rules of conduct of the facility, the penalties which may be imposed for rule infractions, the disciplinary procedures to be followed when rule infractions occur, the location of posted rules and how to receive staff assistance.

**Purpose:**

To ensure all youth review and understand the rules of conduct and the sanctions associated with rule infractions.

**Procedures:**

- A. Upon being placed at a juvenile facility, all youth shall receive a youth handbook which shall detail the expected "Rules of Conduct." Rules of conduct shall specify acts prohibited within the facility and penalties which may be imposed. Each rule infraction that can result in sanctions will be objectively verifiable and will be described in such a manner as to provide adequate notice of the conduct and the possible consequences of such infractions. The "Rules of Conduct" shall be posted in youth living areas and other areas accessible to youths.
- B. The rules of conduct and the range of possible sanctions shall be contained in the youth handbook. The rules of conduct shall be reviewed by facility staff at least annually and revised when appropriate.
- C. All staff members shall assist any youth who request an interpretation of the rules of conduct, penalties to be imposed and procedures of discipline and appeals. Staff shall be advised of, and trained on, the rules of conduct and how to clearly communicate these rules to youths. Supervisors are responsible for ensuring that all facility staff know and understand the facility's rules of conduct for youth.
- C. When the youth has a literacy or language problem, staff assistance shall be made available including

the services of a translator, when necessary.

<b>Forms:</b>	<i>None</i>
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<b>Collateral documents:</b>	<i>None</i>
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**(Note: This policy cannot be revised without prior permission of Chancery Court, Davidson County, Nashville, Tennessee.)**